



Indiana State Teachers' Retirement Fund

FRANK O'BANNON, Governor
WILLIAM E. CHRISTOPHER, Ph.D., Executive Director

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MEMORANDUM

TO: Indiana Public School Superintendents, Business Managers and Treasurers

FROM: William E. Christopher, Ph.D. (*Signed by William E. Christopher, Ph.D.*)
Director

DATE: December 12, 2000

RE: Diskette for Quarterly P-31 Wage and Contribution Reports and
Revised Primary and Secondary Education Retirement Payment Transmittal

The Teachers' Retirement Fund will no longer be returning diskettes that are submitted for the quarterly P-31 Wage and Contribution reports. Each reporting unit will be responsible for submitting a new diskette each quarter. When submitting each new diskette, please remember to include the following:

- School account number
- School name
- End date of quarter

Enclosed is a revised "Primary and Secondary Education Retirement Payment Transmittal." The revised transmittal now includes an additional line for the reporting of Employee Voluntary contributions. Please use this new transmittal for all future P-31 Wage and Contribution reporting.

If you have any questions concerning this matter, please contact James Gray at (317) 233-0911 or use our toll-free number (888) 286-3544.



Primary and Secondary Education Retirement Payment Transmittal

State Form 26716 (R9 / 2-02)
Approved by the State Board of Accounts 2002

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INSTRUCTIONS

1. Complete requested information
2. Sign and date the report
3. Attach your payment to the report
4. Use the reverse side to list checks
5. Forward your report and payment to the Fund by the due date

Reporting units are ineligible to receive any distribution of money from the State of Indiana if this report and the retirement payment are not received by the due date.

Name of Unit	Account Number
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Period covered:

SCHOOL YEAR: July 1, _____ to June 30, _____

- QUARTER: ☐ 1st July 1 / Sept. 30 – Payment Due October 15th
☐ 2nd Oct 1 / Dec 31 – Payment Due January 15th
☐ 3rd Jan 1 / Mar 31 – Payment Due April 15th
☐ 4th Apr 1 / Jun 30 – Payment Due July 15th

RETIREMENT PAYMENT

	P-31 TOTALS	PAYMENT	DIFFERENCE (Please Explain)
TOTAL WAGES	_____		
MANDATORY POST-TAX CONTRIBUTIONS @ 3% (EMPLOYEE CONTRIBUTIONS)	_____		
MANDATORY PRE-TAX CONTRIBUTIONS @ 3% (EMPLOYER PICK-UP)	_____		
TOTAL MANDATORY CONTRIBUTIONS	_____	_____	_____
EMPLOYEE VOLUNTARY POST-TAX CONTRIBUTIONS	_____	_____	_____
EMPLOYER SHARE (ERP) @ 9%	_____	_____	_____
FSP WAGES	_____		
FSP CONTRIBUTIONS @ 9%	_____	_____	_____
TOTAL TEACHERS	_____		
TOTAL SERVICE DAYS	_____		

I hereby certify that the quarterly gross salary, annuity account contribution, and retirement funding are correct for the teachers and administrators who are eligible for membership and service credit in the Indiana State Teachers' Retirement Fund.

Signature of School Corporation Treasurer or Township Trustee		Date Signed
Contact Person	Telephone Number	Fax Number

NOTE: If you have any changes of address or key personnel to report, please attach the appropriate changes.